

FREQUENTLY ASKED QUESTIONS (FAQ)

2014-15 RANKING REPORT FORM

Why are the cells locked?

- Reduce the possibility of mistakes and increase consistency
- Ensure ***brief*** descriptions are limited to the space allotted
- Ensure the fidelity of formulas and formatting

I already started in the old form. Can I copy and paste into the new form?

Yes, but pay attention to what you are copying. You can only copy the data (numbers, text) into the new form.

- If you are copy/pasting from another document, make sure you are only pasting the text
 - o Click on the small arrow at the bottom of the Paste icon at the top of your excel workbook
 - o If you have multiple paste choices, choose Text Only

What if I can't see everything in the cell? Or "Everything turned to a line of #'s (#####)"

There are three possible reasons:

1) This new file was built using Office 2010

- a) *We have discovered that the total cell size (amount of text per cell) is smaller when using Office 2007.*
- b) *Although some have not made the switch, Microsoft Office 2010 is available to all schools and districts. Ask your District Technology Coordinator for help with the update*

2) Check your screen resolution

- a) *The size of your screen and the level of magnification may impact what you can see.*
- b) *Try changing the magnification (plus and minus sliding scale in lower right hand corner of your excel document).*

3) There may be too much information in the cell (This is most common for school descriptions)

- a) All descriptions are limited to ONE cell. The cell will automatically resize to its full capacity.
 - i) The font cannot be changed.
 - ii) Review the description and ensure that it is BRIEF, grammatically correct and only provides the requested information
- b) *You may have unwanted information in your cells*
 - i) Certain characteristics of Microsoft Word do not translate well in Excel (e.g., bulleted lists, using the return key for paragraphs)
 - ii) Consider completing your description using Notepad instead of Word or simply type directly into the Ranking Report

NOTE: By default, Excel may allow you to see more of a cell than will actually print. Remember that ***descriptions should be brief, not narrative.*** This means you should be succinct in your descriptions if you want to print all that you write.